

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 98-01

Subject:
STUDENT PROJECTIONS AND SCHEDULING,
MODIFYING, AND CANCELING OF CLASSES

DATE: 07/21/94
Sunset Review: 07/21/97

1. PURPOSE. This directive establishes the Federal Law Enforcement Training Center (FLETC) policy and procedures for soliciting student projections and for scheduling, modifying, and canceling classes.

2. SCOPE. The provisions of this directive apply to all FLETC staff and organizations that request the scheduling of classes or students at the FLETC.

3. CANCELLATION. FLETC Directive (FD) 20-01.K, Policy on Scheduling and Canceling of Classes, dated December 10, 1986, is cancelled and superseded by this directive.

4. REFERENCES.

a. The Memorandum of Understanding for the Sponsorship of the Consolidated Federal Law Enforcement Training Center, dated September 30, 1970.

b. Minutes of FLETC Board of Directors Meeting of June 20, 1986.

c. FD 91-01.F, Formalized FLETC Procedure for Development of New Training Programs dated February 9, 1987.

5. DEFINITIONS. For the purposes of this directive, the following definitions will apply:

a. Basic Training. Entry level training which is normally provided for new personnel who generally have little or no previous background, experience, or formal law enforcement training. Basic training is normally required before new personnel are given their initial work assignments. Examples include the Criminal Investigator, 8-week Police, and 11-week Land Management training programs.

b. Integrated Basic Training. Integrated basic training is the same as basic training except that the formal instruction is provided through the combined efforts of the FLETC and the staff of a specific Participating Organization (PO). Examples are

the 18-week Border Patrol, 10-week Immigration Officer, and the 11-week Customs Inspector training programs.

c. Agency Specific Basic (ASB) Training. ASB training is required agency specific training for new personnel in the first year of their assignment to an organization. Primary instruction is provided by agency instructors; however, some FLETC instructor support is required for most ASB programs. ASB instruction supplements that received during basic training. Examples include Alcohol, Tobacco, and Firearms New Agent (ATF NA), Internal Revenue Service Special Agent Basic (IRS SABT), U.S. Marshals Service Basic Deputy (USMS BD), and Naval Criminal Investigative Service Basic Agent (NCIS BA) training programs.

d. Center Advanced (CA) Training. CA training is advanced, in-service, refresher, or specialized training that is usually taught by FLETC staff for personnel from more than one organization. Examples of CA programs are White Collar Crime, Advanced Law Enforcement Photography, and the various instructor training Programs.

e. Agency Advanced (AA) Training. AA training is provided by organizations for their personnel due to the uniqueness of their agency specific duties. The requirements for AA training are developed by individual agencies and instruction is primarily provided by organization instructors; however, FLETC instructor support is required for some AA programs. Examples of these AA programs are the Immigration and Naturalization Service's Immigration Nationality Act, the National Park Service's Regional In-Service, and the U.S. Customs Service Contraband Enforcement training programs.

f. National Center for State and Local Law Enforcement Training (NC). Selective training for personnel from State and local law enforcement agencies is offered by the NC. These programs are conducted by FLETC instructional staff, specific PO personnel, or through the combined efforts of several organizations including State and local personnel. Examples are U.S. Park Police sponsored Counter Narcotics Tactical Operations Medical Support (CONTOMS) and Airborne Counter Narcotics Operations training programs (ACOS).

6. BACKGROUND. Due to the complex process of obtaining student projections and the scheduling, modification, or cancellation of various training programs, it is necessary to provide comprehensive guidance on this subject to FLETC staff and organizations participating in training at the FLETC.

7. POLICY. It is the policy of the FLETC to obtain client agency training projections; to schedule and conduct training for law enforcement personnel in accordance with the

priorities established by the FLETC's Board of Directors; and to maximize utilization of staff and facilities to ensure the conduct of quality training.

8. CRITERIA.

a. Priorities. As prescribed by the FLETC's Board of Directors, training for the PO's is to be scheduled in the following priority order:

(1) Glynco: (a) Center Basic, (b) Integrated Basic, (c) Agency Specific Basic, (d) Center Advanced, (e) Agency Advanced, (f) State and Local, and (g) Foreign and non-law enforcement training, meetings, or conferences. Scheduling of categories (f) and (g) students will be accomplished in a manner that will not interfere with the training of students in categories (a) through (e).

(2) Artesia: (a) Bureau of Indian Affairs (BIA) Basic, (b) Center Advanced, (c) Agency Advanced, and (d) State and Local. Other Center Basic, Integrated Basic, and Agency Specific Basic classes are scheduled at Artesia only when the capacity is not available at Glynco and will be scheduled using the priority as specified in paragraph (1). Scheduling of State and Local students will be accomplished in a manner that will not interfere with Federal training.

(3) Tucson (Davis-Monthan Air Force Base): (a) Center Advanced, (b) Agency Advanced, and (c) State and Local. Center Basic, Integrated Basic, and Agency Specific Basic classes are scheduled at Tucson only when the capacity is not available at Glynco or Artesia.

b. Development of the Master Schedule by Program and Agency (P&A).

(1) As part of the FLETC's budget cycle, letters are sent annually in the month of March by the Scheduling and Allocation Division (SAD) to the PO's and to the Director, NC, requesting projected training requirements for Center Basic, Integrated Basic, Agency Specific Basic, Center and Agency Advanced, and State and Local programs for the next fiscal year and 5 succeeding years.

(2) The SAD will then compile and analyze the above input for all programs [with the exception of BIA Basic which is handled by the Director, Office of Artesia and Tucson Operations (OATO) and Agency Advanced programs which are included in the P&A as received], and based upon historical experience, the SAD will develop a mathematical model for the optimum training workload for the coming fiscal year. This information will then be provided in May to the FLETC program managers for review and comment.

(3) The SAD analysis will be adjusted as necessary in light of the input provided by the program managers. A funded basic training workload recommendation will be submitted to the Deputy Director. Once the Deputy Director provides the approved workload for the coming fiscal year, the Master Schedule by Program and Agency (P&A) will be assembled using input from all sources. Agency Advanced requirements are made a part of the P&A as submitted using the class dates provided. Once the P&A is completed, requests for inclusion of training needs above original projections will be considered on a first-come, first-served basis.

c. Confirmation of Classes. Class schedules are ordinarily developed at least one quarter in advance. Written FLETC responses to requests for training (confirmations) are ordinarily sent to the participating agency/organization representative from the Chief, SAD, 6 weeks prior to the start of each quarter for Center Basic, Integrated Basic, Agency Specific Basic, Center Advanced, and Agency Advanced training; and from the Director, OATO, for BIA Basic and other FLETC and agency programs planned for the western training sites. Confirmations for State and Local programs are sent from the Director, NC. As applicable, copies of all confirmation letters are sent to the on-site PO representatives.

d. Submission of Roster Information.

(1) Regardless of category, roster information shall include SOCIAL SECURITY NUMBER, STUDENT'S FULL NAME, AGENCY ACRONYM, DUTY POST (city and state location), and DUTY TELEPHONE NUMBER and shall be provided to the SAD by those agencies to whom slots have been confirmed NO LATER THAN 20 WORKING DAYS prior to the start date of the class. In the case of Center Basic and Center Advanced classes, failure to comply with this very important requirement will result in loss of the slot in the affected class. If agency representatives encounter difficulties, exceptions to this requirement may be approved by SAD on a case-by-case basis. Normally, the SAD will not delay the finalization of class rosters beyond the 10th working day prior to the start of the class.

(2) Since it is the responsibility of the SAD to be the primary contact for client agency training officers, FLETC division chiefs who have program management responsibilities and who frequently obtain potential student information from the field should pass on this kind of information as soon as possible to the SAD to enhance the class enrollment process. Whenever possible, refer individuals who make direct inquiries to their agency's training officer for coordination into FLETC classes; however, the caller's name, agency, and duty telephone number should be passed to SAD who can do additional follow-up. When training divisions find themselves in a situation whereby they are offered student information over the telephone or by mail for inclusion into one of their programs, they should provide this information to the SAD as

soon as possible to ensure that the person(s) concerned can be added to the class roster.

(3) Exported classes represent by their very nature a special situation. Program managers who export some of their programs must provide the SAD with course offering information for inclusion of their classes into the P&A. SAD will work closely with each program manager to outline the details associated with class roster development. All deadlines specified in this directive are applicable to exported classes.

e. Requests for Additional Training. After annual training projections are received at the FLETC, requests for additional class offerings for currently existing training programs are considered only if submitted in writing through the responsible program manager to the SAD and if the needed facilities and staff are available. Such written requests must be accomplished in accordance with Table 1. Written requests for additional AA classes requiring no FLETC instructional support must be received in the SAD at least 30 calendar days prior to the anticipated class start date.

REQUESTS TO SAD BY:	FOR CHANGE TO START:
August 1	First Quarter
November 1	Second Quarter
February 1	Third Quarter
May 1	Fourth Quarter

Table 1: Request for Additional Class(es) or for Program Change(s)

f. Cancellations by Agency.

(1) It is imperative that all Center Basic and Center Advanced classes be operated at optimum capacity. Thus, all organizations are required to notify the FLETC of student cancellations at the earliest possible time so that other students may be substituted. Notification of student cancellations are to be followed by written verification in a timely manner. Confirmed training quota cancellations must be accomplished at least 20 working days before the scheduled training date. Written notification or verification may be transmitted to the SAD by FAX using (912) 267-3323 available 24 hours per day, 7 days per week. Failing to notify the FLETC of quota cancellation(s) or failure to seek other alternatives due to extenuating circumstances by the 20th working day prior to the start of the class will result in the quota being cancelled without further notification so that the empty chair can be offered to another agency.

(2) Invariably, agency advanced classes are not confirmed from quarter to quarter due to a depletion of one or more FLETC resource by the already scheduled basic training classes. To maximize the ability of the FLETC to confirm agency advanced classes, the SAD must be notified as soon as possible of an agency's decision to cancel integrated basic or agency specific basic training. And finally, it is imperative that agencies provide their completed integrated basic, agency specific basic, and agency advanced rosters to the SAD no later than 20 working days prior to the start of the class. This deadline makes it possible for the SAD and the Registration office to complete enrollment activities correctly and in a timely manner.

g. Cancellations by the FLETC.

(1) After the scheduling process has been completed and confirmation letters have been mailed, cancellations will not be made by the FLETC for the purpose of accommodating new or additional training. However, basic or center advanced classes will be cancelled from time to time by the appropriate program manager as soon as practicable upon notification that student enrollment falls short of the minimum allowable class size. It is FLETC policy to notify agencies of cancellations no less than 10 WORKING DAYS prior to the scheduled start date of a class; the SAD will assist PO's in rescheduling students whose training has been cancelled due to insufficient class size. The minimum allowable class size may be adjusted by the responsible program manager; but ordinarily, the guidelines in Table 2 will be used:

PROGRAMMED CLASS SIZE:	CANCEL IF LESS THAN:
48	32 (or reduce to 24)
40	30
30	24
24	18
10	8

Table 2: Minimum Class Sizes

(2) There may be occasions when a portion of FLETC instructional support for AA training will not be available as requested. If this occurs, affected agencies will be promptly notified by the SAD so that alternatives can be pursued.

9. Addition of New Training Programs.

a. Written requests for proposed new training programs should be addressed to the appropriate FLETC program manager. The FLETC program manager

will review and coordinate with the SAD to determine if the requested training can be scheduled. However, before a new training program can be made a part of the P&A, the appropriate FLETC program manager must provide SAD with written notification that the new program has been approved and provide a copy of the model schedule. When the FLETC program manager wants the program costs (any or all of these: food, lodging, tuition, miscellaneous, and/or travel fees) waived, the required paperwork must be approved by the appropriate office director and coordinated with BFD so that these costs will either be factored into the course cost and amortized over an appropriate period, or be taken from the affected division chief's (program manager) or other appropriate operating budget.

b. The authority to approve requests for export training in the lower 48 states of the United States rests with the division chief or program manager responsible for the requested program. The Office Director will retain approval authority for export training requests to Alaska, Hawaii, and United States territories; and the Director retains authority for export programs in foreign countries.

c. Early planning is essential so that new programs can be placed into the training schedule at the desired time. Once approval has been obtained and all planning activities have been undertaken, new programs will be placed in the scheduling cycle in accordance with Table 1.

10. Training Model Schedule Changes.

a. Training programs requiring FLETC facilities and/or instructors are scheduled based on a program model schedule which identifies resource requirements and the optimal sequence of training courses. This includes all Center Basic, Integrated Basic, Agency Specific Basic, and most Center Advanced training as well as Agency Advanced training. Changes to model schedules must be made at least 2 months prior to the quarter being scheduled. The cutoff dates for program changes and/or additions are delineated in Table 1.

b. For example, changes in a program model schedule that are received in SAD before August 1 will become effective first quarter. Changes received after August 1 will not become effective until the second quarter. Likewise, changes received before November 1, will become effective during the second quarter while changes received after November 1 will become effective during the third quarter.

c. Because of the interlocking nature of the training programs once they have been confirmed by SAD, changes to FLETC model schedules are strongly discouraged. Nevertheless, requests to make changes must be approved by the appropriate FLETC program manager and then submitted to SAD for consideration.

Once the final schedule has been printed, a replacement will not be printed should a change be made.

d. However, agency specific training blocks can be moved around or further modified by the agencies as long as the changes do not impact on FLETC training facilities or instructional staff. As an example, if an agency has a classroom reserved for an entire day of training and the instruction is provided by their own staff, they can move the order of that training around in any manner that they desire or change the content as long as it is consistent with other governing curriculum policies and procedures. Also, FLETC program managers may make informal changes to facilitate instructor coverage especially when time is of the essence.

11. OFFICE OF PRIMARY INTEREST. Scheduling and Allocation Division, Office of Administration.

Charles F. Rinkevich
Director